**Finance and Performance Panel Work Plan**

NB This work plan is provisional and is subject to change. Changes made outside meetings are agreed between the Scrutiny Officer and the Chair.

Cabinet items beyond two months in advance are not included on the work plan owing to the greater potential they will move or alternative items of higher priority arise in the meantime.

**06 December 2023 – confirmed reports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio** | **Lead officer** |
| Integrated Performance Report for Q2 2023/24 | Yes | To update Cabinet on finance, risk and corporate performance matters as at 30 September 2023.  To consider the report and agree any recommendations. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |
| Treasury Management Mid-Year Report | Yes | To report on the performance of the Treasury Management function for the six months to 30 September 2023.  To consider the report and agree any recommendations. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |
| Budget 2024/25 | Yes | To propose a Medium Term Financial Strategy and the 2024/25 Budget for consultation.  To note the report and agree a list of written questions to Heads of Service which will form part of the discussion for the Budget Review Group. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |
| Background and Implications of Local Authority Section 114 Notices | No | To note and comment on the contents of the report and to agree any recommendations. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |
| Acquisition vs Leasing of Properties and the HRA | No | To note and comment on the contents of the report. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |
| Scrutiny Performance Monitoring | No | To consider the report and agree any written questions or invitations to relevant officers to attend the next meeting; and to consider responses to previous written questions. | N/A | N/A |
| Exempt Treasury Management Matters [discussion item] | No | To receive a verbal update on exempt matters relating to Treasury Management. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |

**22 January 2024 – provisional reports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio** | **Lead officer** |
| Budget Review Group Report | No | To approve the report of the Budget Review Group for submission to the Scrutiny Committee; and to recommend that the Scrutiny Committee approves the report of the Budget Review Group for submission to Cabinet. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |
| Council Tax Reduction Scheme for 2024/25 | Yes | To consider any proposed changes to the Council Tax Reduction Scheme for 2024/25. | Cabinet Member for Inclusive Communities and Culture | Nigel Kennedy, Head of Financial Services |
| Integrated Performance Report for Q4 2022/23 | Yes | To update Cabinet on finance, risk and corporate performance matters as at 31 March 2023. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |
| Housing Revenue Account (HRA) Rent Setting Report 2024/25 | Yes | To present the outcome of Oxford City Council’s annual rent review and associated rent setting proposal for 2024/25 in respect of all council dwellings within the Housing Revenue Account, including the setting of associated services and facilities charges. | Deputy Leader (Statutory) – Finance and Asset Management  Cabinet Member for Housing | Nigel Kennedy, Head of Financial Services |
| Social Value/Impact in Procurement | No | To consider the report and agree any recommendations. | Deputy Leader (Statutory) – Finance and Asset Management | Annette Osborne, Procurement Manager |
| Scrutiny Performance Monitoring | No | To consider the report and agree any written questions or invitations to relevant officers to attend the next meeting; and to consider responses to previous written questions. | N/A | N/A |
| Exempt Treasury Management Matters [discussion item] | No | To receive a verbal update on exempt matters relating to Treasury Management. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |

**26 March 2024 – provisional reports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda item** | **Cabinet item** | **Description** | **Cabinet portfolio** | **Lead officer** |
| Scrutiny Performance Monitoring | No | To consider the report and agree any recommendations. | N/A | N/A |
| Exempt Treasury Management Matters [discussion item] | No | To receive a verbal update on exempt matters relating to Treasury Management. | Deputy Leader (Statutory) – Finance and Asset Management | Nigel Kennedy, Head of Financial Services |